

Form 8: Electronic “Billing” Media Addendum Instructions

Signing Form 8 allows you to file bills electronically. Until further notice, you may file bills electronically regularly or intermittently. For more information, refer to the Program Policy and Procedures Manual or Operations Manual.

Page 1: Enter the legal name of the entity. This should be the same name that is listed on Forms 5 and 6: the Provider Agreement and the First Steps Provider Enrollment forms.

Page 2: **Provider Signature** should be the same person who signs the Provider Agreement and who is authorized to commit the entity and its employees, if applicable, to providing services, adhering to First Steps regulations, policies, and procedures.

Printed Name: print the name of the provider who signed as the authorized provider.

Title: print the Title of the authorized provider.

Date: write the date on which the Agreement Addendum is being signed.

Telephone No.: write the telephone number where the authorized provider can be reached.

E-mail Address: print (legibly) the e-mail address where the authorized provider can be reached.

Contact Name: print the name of the person who should be contacted regarding First Steps billing matters. This must be the same person who is listed as the Billing Contact on Form 6: First Steps Provider Enrollment Form.

For electronic billing instructions through CBIS, consult the Operations manual: Central Billing and Information System (CBIS).